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DD/S 66-5101

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FILE

Meetings

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : OTR Major Accomplishments for FY 66 and FY 67
and Major Plans for FY 67 and FY 68

1. Major Accomplishments for FY 66 and FY 67

25X4 A. Career Training Program Developments. By adjustment of length and substance of [] courses as well as cycling these courses to spread our instructor personnel workload over a 12-month period, we are able to handle the impact of increased input requirements, Agency Foreign Language Policy, and additional skills courses without any increase in existing personnel and facilities.

B. Agency Foreign Language Training Program. The development of a more effective foreign language policy and results of this policy to date: CIA Committee for Language Development, identification of language position requirements and language training requirements, introduction of Courtesy Level Language Training.

C. Establishment of a Support School. By concentrating the competence and experience in the broad support field under centralized administration, we expect a better utilization of manpower and more effective contribution to support training requirements.

D. Training Film Production. "Academy Anonymous" completed, and "Hostile Audio Countermeasures" underway.

25X1 E. [] Training in response to Saigon requirements was accomplished without increasing existing OTR resources.

2. Major Plans for FY 67 and FY 68

A. Establish Courses in Planning, Programming, and Budgeting. From the viewpoint of Agency application of PPB.

B. Establish Courses in Automatic Data Processing. Again, from the viewpoint of Agency application.

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- C. Program Assisted Instruction. Upon completion of the consultant study, we will determine where this type of instruction can be best applied in OTR courses.
- D. Unclassified Film on the Agency. Determine the feasibility of producing such a film, either in-house or by contract.
- E. Establishment of a Data Base. In order to identify better our capabilities and permit more effective utilization of our resources, we plan to establish such a data base.
- F. Rotation of Instructor Personnel. Improve established procedures with the CS, DDS, and the DDI to rotate instructor personnel into the OTR as well as OTR personnel into the respective Directorates.
- G. Revitalize OTR Career Service. Given the age of the old hands and the expected attrition pattern, we plan to infuse young expertise into our career service.

[Redacted Signature]

JOHN RICHARDSON
Director of Training

Office of Training

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2 DEC 1968

Bob,

1. Attached herewith is the up-dated material you requested, including PAI briefing notes, for your use in briefing Admiral Taylor on the 20th of December.

2. Certain caveats should be noted in discussing the applicability of PAI to Agency training.

a. During the first year, because of exploration and experimentation, PAI will cost us more money than it will save. It is not clear that PAI will save the Agency money to a meaningful degree even in the long run, although this is hoped for;

b. PAI will save us no personnel during the first year or two, and perhaps not after that. It will involve an added and considerable burden on personnel already in place.

c. As an Agency, we have had no significant experience with PAI to date and may need two or three years to achieve such experience. This is true despite the fact that we have tinkered with PAI in the Agency for the past several years. We are now at the beginning of a probing, experimental survey, and we are in no position yet to present PAI as a major solution to learning, personnel, and budgeting problems within the specific context of OTR and the Agency.

[Redacted Signature]

John

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Atts - Major Accomplishments in FY 66 & FY 67 and Major Plans for FY 67 & FY 68

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GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

MAJOR ACCOMPLISHMENTS IN FY 66 AND FY 67

a. Agency Foreign Language Policy. Effective 1 February 1966, Mr. Helms approved a new foreign language policy for the Agency. Major provisions include: the identification by Directorate of foreign language requirements, including required proficiency levels; and the testing of all Agency employees claiming a foreign language to determine their proficiency. The requirements provision was met during August 1966. As of 30 November of the [] employees claiming a proficiency, 86 remain to be tested or disclaimed. Fifty-six of these are scheduled for testing during December.

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b. CT Training. By adjusting the length and substance [] courses, and the cycling of these courses to spread instructor work load over a 12-month period, we will be able to handle additional trainees, the Agency Foreign Language Policy, and new skills courses without an increase in existing personnel and facilities. The formal training span, plus desk experience, for DDP CTs has been expanded to approximately two years (approved 25 August 1966). The first extended training program for DDP CTs began with the October 1966 class.

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c. Establishment of Support School. By concentrating the competence and experience in the broad support field under centralized administration, we expect a better utilization of manpower and more effective contribution to support-type training.

Within the Support School a new three-day course has been developed to provide orientation in ADP. The first running of this course was given 6-8 December 1966.

A Support Review Course -- Trends and Highlights was offered for the first time during September 1966. This course is for personnel of the Support Directorate and is designed to bring them up to date on new developments in Agency support. We plan to give the course seven times during calendar year 1967 with an enrollment of 50 to 55 students per class.



d. Training Film Production. "Academy Anonymous" and "Hostile Audio Countermeasures" were completed during FY 66. Also, during this period a film was produced for the Office of Security on the destruction of classified material.

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e. [] Training in response to Saigon requirements was accomplished without increasing existing OTR

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resources. During the period, July 1965 through November 1966, approximately [redacted] were given instruction in such courses as special operations, escape and survival, and tradecraft. The [redacted] were given instruction in reports writing, plus training in covert action, counterintelligence and tradecraft.

MAJOR PLANS FOR FY 67 and FY 68

a. Program Assisted Instruction. The Instructional Systems Study Group, under the direction of Mr. Baird, was organized early this year to explore the possible use of educational technology (PAI and CAI) in the Agency. The Agency contracted with [redacted] a Boston consultant firm, to provide the expertise for this study. Mr. [redacted] was assigned by [redacted] to assist Mr. Baird. Thus far, studies have been made in both the Language School and the Intelligence School. Based upon recommendations by [redacted] off-the-shelf language programs are being studied for possible use in the Language School. These include programs by Encyclopedia Britannica, German and French; Paul Pimsleur, French and Spanish; and Language Laboratories, Inc. (LLINC), Spanish and French. The LLINC program, consisting of 24 students, is expected to be completed by the end of this calendar year.

Also based upon [redacted] recommendation, a language instructor has been sent to a programming school. Similarly, three instructors from the Intelligence School have attended a programming course. A two-week programming course is planned to be offered in January by [redacted] for OTR instructors and other interested Agency personnel.

b. Management. A course is under development which is expected to provide an introduction to the planning, programming and budgeting system as this system applies to the Agency. The first course of one week's duration is planned for mid-April 1967.

c. Unclassified Film on the Agency and DDP Surveillance Film. A written treatment of the film (story line) has been completed. This has been discussed and research has begun for the purpose of writing a script. It is expected that research and script will be completed by 1 April 1967. Barring budgetary restrictions, production of the film should begin in April or May 1967.

OTR is also working on a surveillance film for DDP but work on this film has been set aside until the script of the unclassified film on the Agency has been completed.

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d. Rotation of Instructor Personnel. We hope to improve the procedures for the rotation of CS, DDS, and DDI instructor personnel into the OTR as well as OTR personnel into the respective Directorates.

e. Establishment of a Data Base. In order to identify better our capabilities and permit more effective utilization of our resources, we plan to establish such a data base.

f. Revitalize OTR Career Service. Given the age of the old hands and the expected attrition pattern, we plan to infuse young expertise into our career service.

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